



Community Development Department - Planning Division

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Variance

A variance is a modification of the development standards of Title 19 of the Municipal code and can be requested and processed if the Planning Commission and/or the City Council can find:

1. Undue hardship in compliance;
2. Unusual or exceptional circumstances for your site;
3. No detriment to public health, safety and welfare; and
4. Consistency with the General Plan.

These “findings” are required by the State of California.

Variances can be processed concurrently with other applications, and sometimes under the same case.

APPLICATION SUBMITTAL: Applications will be conditionally accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

APPLICATION PROCESSING: Upon receipt of a complete and accurate application including applicable fees, Planning staff will review your application and prepare a staff report which will be mailed to you approximately one week prior to the City Planning Commission meeting (refer to the City Planning Commission tentative schedule for the approximate date). Extra copies are available from the Planning & Building Department.

TIME: The initial review will be done within 60-90 days of submittal of a complete application.

HEARINGS: The applicant, a representative, or the legal owner should be present at all hearings.

APPEAL PROCESS: If your request is denied, or if you disagree with any of the conditions of approval, you have the right to appeal. Appeal information is available from the Planning & Building Department, on the City website or in the final report.

PLANNING FEES: See current Fee Schedule (***FILING FEES ARE GENERALLY NOT REFUNDABLE***)

REQUIRED ITEMS FOR FILING (The following checklist gives you the requirements for application):

- ☐ One (1) copy of the completed General Application form.
- ☐ One (1) copy of Variance Justification Form for each variance requested.
- ☐ One (1) copy Environmental Information Form. (*For scheduling use CEQA scheduled meeting dates.*)
- ☐ Eleven (11) copies of Plot Plans including the following:
 - The boundaries of the property, with all dimensions, and square footage of the lot.
 - The location and dimensions of all existing and proposed buildings, structures, walls, fences and off-street parking areas or garages, and their measurements from all property lines. Proposed construction shall be distinguished from existing improvements.
 - A north arrow and scale (preferable scales are 1" = 10 feet or 1/4" = 1' or other appropriate scale).
 - Widths to centerline of existing streets, highways, alleys and other public right-of-way or easements when they abut or cross the subject property.
 - Names, addresses and phone numbers of architect or designer, engineer, applicant and legal owner.
 - Square footage of open space in rear yard after addition is constructed, if applicable.
 - Square footage of dwelling (including garage, covered patio, and all structures covered by a roof) plus the addition, if applicable.
 - All graphics shall be folded to 8-1/2 by 11 inches.
- ☐ Eleven (11) copies of Building Elevations plans (If applicable) including the following:
 - Elevations showing the side view of the structure, as it pertains to the variance request.
 - Location of windows, doors, or other openings, or mechanical equipment (such as air conditioners) in the required setback.
 - All graphics shall be folded to 8-1/2 by 11 inches.

- ☐ One (1) copy of the most recent Grant Deed with a complete and accurate legal description of each parcel involved. (A deed can be obtained from a Title Company).
- ☐ One (1) copy of all graphics reduced to an 8-½ x 11 inch size.
See Instructions for the Preparation of Reduced Graphics (attached) for the acceptable types of graphic reductions.
- ☐ One (1) copy of application to the Riverside County Airport Land Use Commission (ALUC)
The ALUC application is required at the time this application is filed if the project site is within an Airport Influence Area (see attached maps). See "ALUC Information" handout for further information.
- ☐ One (1) copy Hazardous Site Review Questionnaire
- ☐ One (1) copy Hazardous Materials Questionnaires
- ☐ One (1) copy Preliminary grading plans.

Please see "Planning Commission Environmental Review of Grading Plans" handout for grading review filing requirements.

In some instances, environmental review of grading will be required in conjunction with the processing of your application. Environmental review will be required if your project involves grading and:

- a. The property to be graded has an average natural slope of 10% or greater; and/or*
- b. The property is in the RC - Residential Conservation Zone; and/or*
- c. The property is located within or adjacent to the Mockingbird Canyon, Woodcrest, Prenda, Alessandro, Tequesquite, or Springbrook Arroyo, a blueline stream identified on USGS maps, a waterway or wetland area.*

- ☐ One (1) copy Plat Map of the Subject Property. (Assessor's Map showing the subject parcel(s) is acceptable.)
- ☐ One (1) copy of relevant photos. *(The applicant is encouraged to provide photos of the site which will support their request.)*